

Maricopa County Policies and Procedures	Subject: Funded Positions Policy	Number: B3001 Issue: 5/97 Amended Date: 11/99
Approved: Fulton Brock	Initiating Department: Office of Management & Budget	

A. Introduction

The Funded Position Policy is designed to provide departments with the guidelines established for requesting new positions and to ensure that all current positions remain fully budgeted throughout the fiscal year. Any position, either filled or vacant, that becomes underfunded or unfunded must be fully funded or deleted.

B. Definitions

Budgeted Position: A position that is specifically budgeted within a department's lump sum by position number, title code, full time equivalent, and pay grade. Positions must be budgeted for at least the salary of the employee that fills the position.

Full Time Equivalent (FTE): The full-time percentage of a particular position, with a value greater than zero but no more than 1.00.

Fully Funded Position: A position included in a budget that is fully funded by the general revenues of the County, a special revenue source, or a grant.

Payroll Liability The salary, benefits, payoff of accrued vacations and compensatory time, and career center expenses.

Underfunded Position: A position for which a department has 1% to 99% of the funding required for the position budgeted.

Unfunded Position: A position included in a budget that is not funded.

C. New Position Establishment Policy Guidelines

1. In order to create a new position, departments must submit a request to the Office of Management and Budget (OMB) on an official form that includes the following information:
 - Job code and working title of the position or positions requested.
 - The number of positions requested.
 - Brief description of the purpose of the new position(s).
 - The funding source of the position and location in the current budget.
 - A list of any positions to be deleted in conjunction with creating the new position, along with a description of any other budgetary reductions made to offset the cost of the new position(s). If this includes budget adjustments outside of the personnel services lump sum, a component transfer or lump sum adjustment form should be included as part of the package sent to OMB for approval. Approval by the County Administrative Officer (CAO) of the component transfer will also be needed.

The department director, elected official, or chief deputy to an elected official must sign all new position requests.

2. Requests are to be sent to the Office of Management and Budget (OMB). OMB will verify that the requested positions have been budgeted appropriately and that there is adequate funding to support the budget as a whole, including the new position. OMB will not approve new positions unless their full-annualized cost can be supported within the department's lump sum budget or the Board of Supervisors has approved other funding. OMB will also verify that the request complies with established policies and priorities of the Board of Supervisors. If approved, the Budget Manager or the appropriate Budget Coordinator will sign the request.

3. On approval by OMB, position requests from elected or court departments will be created. Requests from appointed departments will be forwarded for final approval and signature by the Deputy County Administrator prior to creation.
4. Once a position number has been assigned, Human Resources will enter the request into the HRMS database. Copies of the request will be forwarded to the department budget and HR liaisons.
5. If a request is denied by Human Resources or the Office of Management and Budget, elected or court departments may appeal the decision to the Board of Supervisors. If approval by the Board is received, alternative funding must be authorized to support the request.

D. Position Funding Policy Guidelines

1. Each year as part of the budget process, departments must verify that funding is adequate for all budgeted positions. The Office of Management and Budget will validate that position funding is adequate, and will identify all positions that are potentially unfunded or underfunded.
2. Personnel savings due to natural staff turnover will be budgeted in all departments at appropriate levels. If actual personnel savings reaches high levels due to failure to fill positions for extended periods, adjustments will be made to either eliminate the positions or make efforts to fill them.
3. Departments with vacant underfunded positions will discuss the funding shortfall with OMB. Departments have the option of eliminating the position(s) or identifying additional funding for the position(s).
4. OMB and the departments will delete, from all databases, the identified vacant unfunded and vacant underfunded positions concurred on by the departments. Those positions identified as vacant unfunded and vacant underfunded positions where departments do not concur will be presented to the Board of Supervisors for possible action.
5. Unfunded and underfunded filled positions shall be handled through a separate process. Departments will identify the a) positions to be reviewed; b) service impact (if eliminated); c) cost to maintain and subsequently fund; and d) payroll liability if RIF'd. This information shall be forwarded for validation to the Office of Management and Budget. OMB will consolidate the information and forward it to the Board of Supervisors for possible action at a future Board meeting.
6. Departments will have to resolve any unfunded or underfunded position issues through appropriate action. If this action requires a Reduction In Force, it will be handled in a uniform manner and in accordance with the procedures established through the Human Resource Department. Any payroll liability costs associated with RIF'd positions will need to be absorbed in the department's lump sum budget.
7. If, during the fiscal year, additional funding becomes available that may be spent on personnel, departments can establish new positions via this policy.

This policy replaces: B3001 - Funded Positions Policy dated 5/97